

WORKING CONNECTIONS CHILD CARE (WCCC) PROGRAM
IMPORTANT NOTICE TO PARENTS USING CHILD CARE

Keep this notice for your records. A **background** check will be done on your requested provider. **No payment will be made for care provided prior to the date all background check results are received.** If your provider has a criminal record, you will receive a copy of it. We at DSHS are asking that you carefully review all background information of the person you have chosen. We have put together a sample list of questions that should be asked before you make a final decision:

- How well do I know this person? What do other people think of their care giving skills?
- How long ago was the person convicted of a crime?
- How serious was the crime?
- How old was the person at the time of the conviction?
- Has the person been convicted of other crimes? What type of crimes were they?
- How might the criminal history have an impact on this provider's care giving skills?
- Your child may spend a large amount of time with this caregiver. Is this healthy for your child given the provider's criminal history?

If you would like more information to help you make this important decision, you should ask your child care authorizing worker for the following materials:

- Choosing Child Care: A Consumer Guide for Parents (DSHS 22-516)
- Winning Ways to Talk with Young Children (DSHS 22-649)
- A Guide to In-Home Relative Child Care (DSHS 22-223)

The child care authorizing worker will NOT have a copy of the person's criminal record and will not be able to help you make this decision. If you have any concerns about the person you have chosen, we strongly recommend that you consider using a different in-home/relative provider or a licensed child care provider.

A criminal background record or RAP sheet (Records of Arrests and Prosecutions) may be found when the person you chose submitted their background authorization form to the Department. This criminal record will be associated with the personal information given on the form. The RAP sheet explains that the only way to positively identify a person is through a fingerprint comparison. The current RAP sheet may not have complete or up-to-date information because additions or deletions to the RAP sheet can be made at any time.

Depending on the person's conviction record, the attached RAP sheet may contain the following information:

- The person's name, birth date, and any other names or birth dates (aliases) the person may have used.
- Conviction and failure to appear (FTA) summary that only lists crimes when a decision (disposition) has been made on the case. The summary can include crimes committed when the person was under the age of 18.
- Sex/Kidnapping Offender registration.
- A listing of arrests in order. This may include crimes noted on the conviction and FTA summary, and pending crimes. A pending crime is an arrest offense under investigation and less than one year old. For example, a person has been arrested and charged with Theft 1 on 1/1/02. If no decision has been made on the case on 1/1/03, the arrest would not show on the RAP sheet after 1/1/03. The person could be convicted of the crime at a later date.
- Which contributing agency, contributor, or responsible agency gave Washington State Patrol the information on the arrest or conviction. Contact this agency if you have questions about a charge or disposition.
- State Department of Corrections Custody Status Information. This is information from the state Department of Corrections offender-based tracking system (OBTS). Any questions about this information should be directed to the Department of Corrections.
- Custody history that shows commitment into an institution, Interstate Unit (out of state supervision) or Supervision and some details of that commitment.

Again, please discuss the results of this background check carefully with the applicant. This decision can affect the health, safety, and well-being of your child.

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